

Initial Enrollment Period

The Initial Enrollment Period for health care coverage and flexible reimbursement accounts occurs when you begin employment with the State (including being rehired more than 30 days after termination from State employment) or become newly-eligible for State coverage. Your coverage is automatically waived until your enrollment request is approved. If you are rehired less than 30 days after termination from State employment, you continue your previous elections.

Health Care Coverage:

- You may enroll in the plan of your choice. HMO members are required to select a primary care physician.
- You may add eligible family members.

Warning! There are serious consequences for adding ineligible family members. You may be financially responsible for their claims, you may overpay premiums that cannot be refunded, and you may be excluded from health care coverage for up to three years.

Medical Flexible Reimbursement Account:

- You may enroll to cover eligible medical expenses. Sign-up following your enrollment to get the EZ Reimburse MasterCard.

Dependent Care Flexible Reimbursement Account:

- You may enroll to cover eligible dependent care expenses.

Important Things To Know About Making An Initial Enrollment Request

- 1. Who may make the request.** [Classified employees and faculty members](#) may request enrollment. Wage employees and adjunct faculty are not eligible.
- 2. How to submit the request.** Within 31 days of becoming eligible (hire date, newly-eligible date, rehire date), use [EmployeeDirect](#) or complete a paper [Enrollment Form](#)
- 3. When approved elections take effect.** Elections are effective the first of the month following receipt of your request or following the event, whichever is later. When the later date is the first of the month, elections are effective that day.

Exception! When you start work and request enrollment on the first working day of a month, elections are effective the first day of that month.

- 4. Where to learn more.** Visit www.dhrm.virginia.gov. The Employee Benefits link includes answers to frequently asked questions and helpful information about handling a life-changing event. For more details, contact your agency's Benefits Administrator.

Reminder: If you miss this opportunity to submit your initial enrollment request, your next chance will be at [Open Enrollment](#) or with a consistent [Qualifying Mid-year Event](#), whichever comes first.